

BUDGET LETTER

SUBJECT: Out-of-State Travel Requests—Approval by the Governor's Office	NUMBER: 11-06
REFERENCES: Government Code Sections 11032 and 13030, State Administrative Manual Sections 0760-0765, and Management Memo 04-21	DATE ISSUED: April 15, 2011 SUPERSEDES: BL 10-07

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget Staff

FROM: The Governor's Office

This Budget Letter reminds state departments, boards, agencies, and commissions of the requirements of Out-of-State Travel (OST) blankets and individual OST requests, including travel to foreign countries. This process also applies to employees of the constitutional officers.

All OST blankets for fiscal year 2011-12 must be directly submitted to the Governor's Director of Operations by **May 6, 2011**. This deadline provides adequate time for review and approval of OST blankets, and should prevent travel disruptions by reducing the need for departments to submit individual trip requests for travel already included in a blanket that has not yet been approved. Please ensure that your OST blanket submission is on the most recent version of the STD. 260 (REV 4/2011).

Because of the current fiscal crisis, agencies and departments should not submit 2011-12 travel blankets requesting an increase in travel budget authority over the last budget year. All travel blankets should be submitted at or below the approved 2010-11 travel blanket allotment. In addition, all travel requests must be limited to only those that are considered mission critical. Mission critical means travel that is directly related to:

- Enforcement responsibilities
- Auditing
- Revenue collection
- Public safety
- A function required by statute, contract or executive directive
- Fulfill a core function of the department's responsibilities

Mission critical does not mean travel to attend:

- Conferences (even those that historically have been attended or if a request has been made for your department to make a presentation)
- Networking opportunities
- Professional development courses
- Continuing education classes/seminars

Where appropriate, please consider using video and telephone conferencing as a way of reducing travel costs.

If a department has a travel request that needs consideration before their blanket has been approved they should follow these guidelines:

- Departments are required to submit individual OST requests when a department's OST blanket has been submitted but not yet approved by the Governor's Office. **These requests must be received by the Governor's Director of Operations at least 14 days before travel is scheduled to begin.**
- These OST requests are required to include the following:
 - The OST Approval Request Form (STD. 257 REV 8-2010)
 - The purpose of the trip and an explanation why it is mission critical.
 - Destination and approximate date of the trip.
 - Projected cost of the trip and the source of funding
 - Number of travelers, and role of each
 - Benefit to the State
 - Impact if the trip is denied
 - Whether the goal of the trip could be met in a less costly manner
 - Whether the traveler's absence will interfere with their regularly assigned duties
- If departments do not adhere to this timeframe and if the forms are not filled out accurately and completely, the request may be denied and individual employees will not be reimbursed for travel costs or may be subject to other consequences. Please refer to SAM and Management Memo 0421 for additional information regarding the consequences of non-compliance with OST requirements.

Please submit all OST blankets to the Governor's Director of Operations by the **May 6, 2011** deadline. The original blanket or individual OST request must be submitted with two copies and routed via a transmittal memorandum through your Agency and sent to:

Office of the Governor
Attn: Director of Operations

The transmittal memorandum must include the name of a contact person with e-mail and phone number, should follow up or clarifications be necessary.

/s/ Fred Klass

FRED KLASS
Chief Operating Officer